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The booklet describes what each type of worker is allowed to do and presents an overview of the substantive content of the training, length of training, training costs, and kinds of facilities and staff needed. The types of workers include community health aide, homemaker-home health aide, social worker aide, food service supervisor, physical therapy aide, medical record clerk, nursing assistant, licensed practical nurse (LPN), licensed practical nurse (advanced clinical), licensed practical nurse (public health), operating room technician (post-LPN training), medical aide (inhalation therapy), dental assistant, and purser-pharmacist mate. (JK)

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U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
PUBLIC HEALTH SERVICE

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An Analysis of Functions, Training Content, Training Costs, and Facilities

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
PUBLIC HEALTH SERVICE (DHEW),
Washington, D.C.
HEALTH SERVICES AND MENTAL HEALTH ADMINISTRATION

INTRODUCTION

Some of the components of the Bureau of Health Services have been training auxiliary health workers for many years. Its direct patient care programs have had to "create" much of the manpower needed to staff its services—running the gamut from simple housekeeping tasks to treatment procedures. Some of these training efforts are outlined in this compilation. The booklet describes what each type of worker is allowed to do, an overview of the substantive content of the training, length of the training, training costs, and kinds of facilities and teaching staff needed. It is not a substitute for a detailed curriculum—it only provides guidelines for determining curriculum and for making budget estimates. Detailed teaching guides are listed at the back of the book.

Successful training efforts depend largely on the determination of specific performance and behavioral objectives, that is, what the worker will do under what conditions, and the identification of the knowledges, skills, and attitudes required of the trainee in order to perform each objective. Once this is done, the choice of teaching methods and teaching aids becomes almost automatic. Competent and continuing on-the-job supervision is as essential as proper training if auxiliary workers are to make their optimal contribution to health care situations.

The Bureau of Health Services has been able to meet these conditions in its training and use of health auxiliaries and therefore is enthusiastic about the benefits to be gained from their greater use.

May 1968

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COMMUNITY HEALTH AIDE

A. Basic Functions

1. Liaison between professional health workers and the recipients of health services.
   a. Promote communication between professional health personnel and the recipients of health services.
   b. Serve as representative in communities where part-time or intermittent services are provided.
   c. A "resident sounding board" to transmit beneficiaries' expressed interests and needs to professional health personnel.
   d. Provide, with assistance of professional personnel, guidance, local leadership and continuity to the communities' health programs.
   e. Serve as a catalyst in the development of community health programs.
2. Assist professional staff in field duties.
   a. Provide local contact and assistance for program disciplines.
   b. Provide local insight into program planning and execution.
   c. Advise on nonprofessional aspects of infant care, home nursing, medical self-help, elementary nutrition.
   d. Provide advice and education on food handling and storage, safe water supply, waste and garbage disposal and maintenance of home sanitation facilities.

B. Basic Content of Training

1. Classroom

   a. Attitude development—normal growth and behavior.
   b. Family and community organization and relationships.
   c. Technical training.
      (1) Basic biology.
      (2) Communicable diseases.
      (3) Environmental health.
      (4) Home nursing and personal hygiene.
      (5) Infant and maternal care.
      (6) Nutrition and dietetics.
      (7) First aid and emergency care of sick and injured.

(8) Dental hygiene.
(9) Health information; obtaining, recording and reporting.
(10) Accident prevention.
(11) Medicines and their use.
(12) Typical administrative duties.

2. Field Training

a. Two-phased field training.
(1) *Initial*—under the overall direction and close supervision of training.
(2) *Extended*—under direction of training staff and day to day supervision of a public health nurse, sanitarian or health educator.

C. Length of Course—4 months

1. Classroom, 2 months.
2. Initial field, 1 month.
3. Extended field, 1 month.

D. Training Staff (per 20 students)

1 Instructor, $12,000 p/a, 4 months	$4, 000
1 Assistant Instructor, $10,000 p/a, 4 months	3, 334
1 Clerk-Stenographer, $5,000 p/a, 4 months	1, 666
Consultant Services	1, 000
Total	$10, 000

E. Training Costs

1. Subsistence and stipend, $200/mo.×4 months	$800
2. Travel—School and return, $200/trainee	200
3. Supplies—Books, materials, etc., $100/trainee	100
Total	$1, 100

F. Training Facilities (per 20 students)

1. Space at $4.50/sq. ft./annum:

Classroom space, 1,200 sq. ft., 4 months	$1, 800
Demonstration space, 1,000 sq. ft., 4 months	1, 500

Lounge/Library, 300 sq. ft., 4 months	$450
Office space (staff), 600 sq. ft., 4 months	900
2. Equipment:	
Chairs and tables, students	800
Chairs, desks, typewriters, duplicator, projectors, screen, velcroboards, etc	5,000
Total	$10,450
Cost per trainee after initial outlay for equipment and not including facility costs	$1,600

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HOMEMAKER-HOME HEALTH AIDE

A. Basic Functions

1. To hold the family together while the natural homemaker (usually the mother) is incapacitated or absent from the home.
2. To enable the ill or disabled individual to remain in his own home among familiar surroundings whenever possible.
3. To lessen the burden of chronic illness physically, mentally, emotionally and economically.
4. To hasten convalescence and reduce the length of stay in an institution by permitting the patient to remain at home or to return home sooner than would otherwise be possible.
5. To give personal care to the sick, disabled, and aged, to help provide and maintain physical and emotional comfort, and to assist the patient toward independent living.
6. To keep on his job the employed adult who now so often must take time off to care for children, an elderly parent, or an ill relative.
7. To help assess family and individual strengths and weaknesses so that a plan may be developed to serve the best interest of the family and the community.
8. To help teach more efficient methods of household management, day-to-day living and better methods of self-care.
9. To demonstrate by example better homemaking for the culturally and economically deprived families.

B. Basic Content

1. Orientation to practices of employing agency.
2. Principles and practices of maintaining a clean, healthy and safe environment.
3. Shopping and storage of food, and the preparation of meals, including special diets.
4. Understanding needs of children.
5. Understanding needs of the aged.
6. Understanding the emotional problems related to illness, disability and aging.
7. Understanding her role as a member of the health service treatment team and her relationship with her supervisor.

8. Instruction and supervised practice in personal care to the sick, disabled and aged. Examples of personal care include:
   a. helping patient with bath, care of mouth, skin and hair.
   b. helping patient in and out of bed.
   c. helping patient with prescribed exercises.
   d. helping patient to walk.
   e. helping patient with eating.
9. Obtaining, recording and reporting health information.

C. *Length of Course—Not standardized.*

Several patterns are emerging each of which includes the components of classroom and on-the-job training. It is premature at this time to state definitively the desired length for each of these components.

D. *Training Staff—Not standardized.*

Faculty in well-established programs in multidiscipline, which includes nursing, social work, physical therapy and nutrition. Provision is also made for consultative service for curriculum development and for supervision of trainees during on-the-job training.

Overall coordination is done by a coordinator or director (or both) of the service.

E. *Training Cost—Not standardized.*

Cost should include trainee stipends, travel, and cost for services of coordinator, faculty, consultants and supervisors.

F. *Training Facility and Equipment—Not standardized.*

Provision should be made for a classroom instruction, and group and individual conferences. The classroom should have necessary equipment and supplies for demonstration and practice of procedures, and audio-visual aides, manuals, texts and other materials to enhance learning.

SOCIAL WORKER AIDE

A. Basic Functions

1. Procure for professional social workers routine but time-consuming social and medical data.
2. Report observations of patient behavior and reactions to identified conditions.
3. Write confidential family letters for blind, chronically ill or illiterate patients.
4. Assist helpless patients obtain documentary evidence of eligibility for benefits.
5. Transmit messages to inpatients and visit patients' families, schools, or places of employment with special instructions from the social worker.
6. Organize under a nurse's or social worker's supervision, volunteers who do patients' shopping, deliver books, run errands and play with children.
7. Prepare summaries of social and medical data from patients' charts.
8. Assist patients with filling out confidential data on welfare, social security, probation reports, VA or income tax forms, etc.
9. Assist in making phone calls and filling out forms involved in obtaining equipment (glasses, wheelchair, orthopedic braces, etc.)
10. Make referrals for health-related facilitating services, such as homemaker services, baby sitters, difficult appointments, transportation schedules, plans for overnight care en route to medical centers, housing and other arrangements for relatives of dying patients.
11. Participate in recreational activities for patients.

B. Basic Content of Training

1. Elements of successful interviewing techniques—confidentiality of information.
2. Normal growth and behavior.
3. Abnormal behavior.
4. Elementary knowledge of disease and disease terminology. Observing and reporting signs of abnormality.

5. Social implications of most common illnesses.
6. Community resources—exploration of basic requirements and methods of successful referral.
7. Timing as a factor in all social services.

C. *Length of Course—8 months*

1. Classroom, 2 months.
2. Clinical, 4 months.
3. Field, 2 months.

(Those who show aptitude for functions 7–10 will need at least 8 more months of inservice training. It is estimated that only 25 percent may show such aptitude.)

D. *Training Staff (per 20 students)*

	Man-days
1. Full time director for basic, plus optional courses	336
2. 1 classroom instructor for every 20 students, 1 for 2 months	42
3. 5 supervisory instructors for on-the-job experience, both clinical and field, 5×6 months	630
Total	1, 008

Training Staff, 1,008 man days at $50	$50, 400
2 Clerks, 500 man days at $18	9, 000
Total	$59, 400

E. *Trainee Costs*

1. Subsistence and stipends, $200 per month	$1, 600
2. Travel:	
In Area	125
To training area from residence	200
3. Supplies, books, stationery, stamps, etc	150
Total	$2, 075

F. Training Facilities (per 20 students)

1. Space	
Office for Director and Staff, 240 sq. ft. at $4.50 per annum×⅛	$180
1 Classroom, 1,500 sq. ft. at $4.50 per annum×⅛	1,125
5 Offices, 3,000 sq. ft. at $4.50 per annum×½	6,750
5 Interviewing rooms (single cubicles 60 sq. ft. for each) 300 sq. ft. at $4.50 per annum×½	675
2. Equipment	
a. Classroom:	
20 desks and chairs	$1,200
1 duplicating machine	200
2 file cabinets, 3 bookcases	300
Audio-visual equipment	1,500
b. Clinic and Field:	
10 chairs and 5 tables for interviewing cubicles	700
6 desks, 6 chairs, and other office furniture	2,000
Total	$14,630
Cost per student after initial outlay for equipment and not including facility cost	$5,045

FOOD SERVICE SUPERVISOR

A. Basic Functions

1. Assists with operating problems such as menu planning, procurement and purchase of food and supplies; the receiving, storing and issuing of food and supplies; recipe standardization; food preparation and distribution to patients, personnel and guests.
2. Assists with the planning of therapeutic diets according to established patterns.
3. Assists with patient contact.
4. Orients, trains, supervises and evaluates new personnel.
5. Trains, supervises and evaluates other personnel.
6. Prepares and evaluates work and time schedules of food service employees.
7. Supervises housekeeping, sanitation and safety procedures.
8. Assists with budgeting, food costing and record keeping.
9. Assists with ongoing departmental organization, program planning and evaluation.

B. Objectives of the Training Course

1. To provide for selected students, who exhibit interest in nutrition and food service and leadership ability in supervising food service workers, a foundation of knowledge in the:
   a. Fundamentals of the role of nutrition in health and disease.
   b. Organization and management of a food service system including the supervision of subsidiary workers.
2. To enable the supervisors to gain competency in administrative procedures of food service, modification of diets according to established patterns, techniques of patient contact in health care institutions and other applicable areas of food service operation. These competencies will be used in performing such responsibilities under the full-time direction of qualified dietitians in larger hospitals or the direction and/or guidance of dietary or nutrition consultants in small hospitals without dietitians.

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3. To develop in the student:
   a. Appreciation of the role of the food service supervisor in a hospital.
   b. Appreciation of the role of the dietary department in a hospital.
   c. Understanding of his strengths and limitations with respect to all aspects of patient care.
   d. Ability to use professional and other resources available to food service supervisors in the hospitals and/or communities.

C. Basic Content of Course

1. Orientation.
   a. Ethics.
   b. Organization of hospitals.
   c. Organization of dietary and food service departments.
2. Interpersonal relations.
   a. Human relations.
   b. Communications.
3. Nutrition and Diet Therapy.
   a. Normal nutrition.
   b. Modified diets.
   c. Nutritional accounting.
4. Menu planning.
5. Management and Supervision.
   a. Policies and procedures.
   b. Job descriptions.
   c. Personnel selection and evaluation.
   d. Training and supervision.
6. Food and supply procurement and purchasing.
7. Food and supply receiving, storing and issuing.
8. Food preparation.
9. Food distribution.
10. Work simplification.
11. Food costing.
12. Sanitation and safety.
13. Food service layout.
14. Equipment selection, use and maintenance.

D. Length of Course—10 months

1. Classroom, 4 months.
2. Supervised on-the-job training, 6 months.

E. Training Staff (All full time)

1. 1 Director (professionally qualified dietitian) full time	$13,500
2. 1 instructor (professionally qualified dietitian) full time	11,500
3. 1 secretary-staff assistant, full time	6,700
4. 1 clerk, full time	5,000
	$36,700

F. Trainee Costs

1. Food and lodging	720
2. Travel to and from training center	315
3. Supplies, books, visual aids, etc	125
Total	1,160

G. Training Facilities

1. Space, 2,630 square feet at $4.50=$11,835.00.
   a. Classroom, 450 square feet.
   b. Laboratory (kitchen), 1,500 square feet.
   c. Staff office space, 450 square feet.
   d. Library, 180 square feet.
   e. Storage, 90 square feet.
2. Equipment—Classroom, laboratory (kitchen), office, library, storage, $25,000.

Cost per trainee after initial outlay for equipment and excluding facility costs, $2,685.

PHYSICAL THERAPY AIDE

Health care facilities with established physical therapy service may provide on-the-job training for physical therapy aides where there is a demonstrated need and reasonable assurance of employment following training.

A. Basic Functions

1. Designated routine tasks related to the operation of a physical therapy service.
   a. Maintains and cares for equipment and supplies.
   b. Prepares, maintains, and cleans up treatment areas.
   c. Transports patients, records, equipment, and supplies.
   d. Performs selected clerical duties.
   e. Other special duties as assigned.
2. Patient related activities.
   a. Assists patients prior to, during, and at the conclusion of treatment as required.
   b. Assembles and disassembles equipment and accessories.
   c. Assists patients in the safe practice of activities related to the development of strength and endurance.
   d. Performs treatment procedures predetermined for each patient by the legally qualified physical therapist and in accordance with the training of the aide.

B. Basic Content of Training

1. Orientation to health field, the facility, the physical therapy service, employment duties and responsibilities.
2. Ethics, interpersonal relationships.
3. Personal health, hygiene, grooming, posture, and body mechanics.
4. Principles of disinfection, sterilization, and sterile technique.
5. Common hospital and medical terminology.
6. Safety and first aid.
7. Maintenance of treatment areas, equipment, and supplies.
8. Office procedures.
9. Principles of transportation, preparation, and assistance of patients.

10. Structure and maintenance of function of human body.
11. Principles of selected treatment procedures.
12. Methods and precautions in assisting in ambulation, transfer activities, self-care, and general conditioning exercises.

C. Length of Course—2 to 3 months depending on the learning ability of the trainee

1. Classroom instruction, approximately ⅓ of total training time.
2. On-the-job training, approximately ⅔ of total training time.

D. Training Staff (per 20 students)—based on 3 months' training

1. Director, $12,000/annum, 3 months	$3,000
2. Instructors, 4 (equivalent), $8,000/annum, 2 months	5,334
3. Clerk, $5,000/annum, 3 months	1,250
Total	$9,584

E. Trainee Costs

1. Subsistence and stipend, $200×3 months	$600
2. Travel	100
3. Supplies	50
4. Miscellaneous	50
Total	$800

F. Training Facilities (per 20 students)

1. Space at $4.50/sq. ft./annum:	
a. Classroom, 1,200 sq. ft., 1 month	$450
b. Laboratory, 600 sq. ft., 1 month	225
c. Training offices, 700 sq. ft., 3 months	780
2. Equipment—desks, chairs, cabinets, physical therapy equipment models, audiovisual, etc	20,000
Total	$21,455
Cost per trainee after initial outlay for equipment, but not including facility costs	$1,279

MEDICAL RECORD CLERK

Training of medical record clerks is usually established on an informal on-the-job basis. Where there is an established Medical Record Service headed by a medical record librarian or a well trained medical record technician.

A. Basic Function

1. Filing and retrieval of medical records.
2. Opens mail, replies to routine requests.
3. Count visits to outpatient emergency and special clinics.
4. Types machine dictated reports.
5. Performs selected clerical duties.
6. Completes patients' admission forms.

B. Basic Content of Training

1. Basic medical terminology.
2. Principles of filing, e.g. Phonetic and terminal digit.
3. Assembly of medical record contents—filing extraneous reports.
4. Confidentiality of medical records.
5. Ethics and interpersonal relations.
6. Hygiene, grooming, and posture.

C. Length of Course

Not standardized.

D. Training staff

Not standardized. Usually as time of medical record librarian is available and as soon as possible following clerk's arrival.

E. Training Costs

None.

F. Training Facility

Usually in medical record librarian's office.

NURSING ASSISTANT
(Nurse's Aide and Orderly)

A. Basic Functions

Performs under professional nursing supervision, simple nursing care procedures such as taking temperatures, bathing patients and making beds and housekeeping duties related to patient care such as cleaning equipment used by the patient or in the care of the patient.

B. Basic Content of Training

1. Patient Care Procedures.
   a. Bathing and grooming.
   b. Bedmaking.
   c. Feeding patients.
   d. Oral hygiene.
2. Collecting specimens.
3. Transporting of patients.
   a. Wheelchair.
   b. Stretcher.
4. Isolation technique.
5. Taking temperature, pulse, and respirations.
6. Use of patient comfort and patient safety equipment.
7. Housekeeping duties.
   a. Cleaning of patient unit.
   b. Cleaning of equipment.
   c. Cleaning of utility room.
   d. Care of linen and supplies.

C. Length of Course—3 months

Combined classroom and clinical practice.

D. Training Staff (per 20 students)

1. Director at $12,000/annum, 3 months	$3,000
2. Instructors, 2 (or equivalent) at $8,000/annum, 3 months	4,000
3. Clerk, 1 at $5,000/annum, 3 months	1,250
Total	8,250

E. Trainee Costs

1. Subsistence and stipend	$600
2. Travel	100
3. Supplies	50
4. Miscellaneous	50
Total	$800

(If trainees are Government employees, cost of salary for trainee and replacement must also be included. If centralized training is contemplated, then subsistence and travel costs would be added.)

F. Training Facilities (per 20 students)

1. Space at $4.50/sq. ft./annum:	
a. Classroom, 1,200 sq. ft., 3 months	$1,350
b. Workroom 1,200 sq. ft., 3 months	1,350
c. Training office, 480 sq. ft., 3 months	540
2. Field training facility—one 200-bed hospital with all major services provided. (Unless school and field training facilities are within walking distance, there must be assurance that there are quarters available at both sites.)	
3. Equipment, usually available in this setting	
Total	$4,040
Cost per trainee excluding equipment and facility costs	$1,212

LICENSED PRACTICAL NURSE

A. Basic Functions

Carries out routine nursing care procedures including treatments and the administration of selected medications, under professional nursing supervision, for convalescent and less acutely ill patients.

B. Basic Content of Training

1. Orientation.
2. Nursing principles and skills.
3. Communicable diseases.
4. Body structure and functions.
5. Nutrition and dietetics.
6. First aid.
7. Medical and surgical nursing.
8. Obstetrical nursing.
9. Pediatric nursing.
10. Rehabilitation nursing.
11. Personal and community health.

C. Length of Course—1 year

1. Classroom, 4 months.
2. Clinical Practice, 8 months.

D. Training Staff [1]

1. Director full time, 12 months	$12,000
2. Instructors, four (or equivalent), 12 months	40,000
3. Clerks, two, 12 months	10,500
Total	$62,500

[1] Training staff includes only those individuals needed to provide classroom instruction and supervision of clinical practice. It does not include supportive staff such as house mothers.

LICENSED PRACTICAL NURSE
(Advanced Clinical)

PREREQUISITE: One year basic Practical Nursing Course and State licensure plus at least 1 year of general practical nursing experience in a hospital or clinic.

A. Basic Functions

Carries out more complex nursing procedures, including treatments and the administration of selected medications, under professional nursing supervision, for acute and chronically ill patients.

B. Basic Content of Training

1. Care of the chronically ill patient.
2. Administration of medications.
3. Emergency care.
4. Human relations.
5. Emotions in health and disease.
6. Community health.
7. Care of the obstetrical patient and the newborn.
8. Care of the pediatric patient.
9. Care of the medical and surgical patient.

C. Length of Course—3 months

1. Classroom, 6 weeks.
2. Clinical Practice, 6 weeks.

D. Training Staff [1]

1. Director, $12,000/annum, 3 months---------- $3,000
2. Instructors, 4 (or equivalent), $8,000/annum, 3 months- $8,000

[1] Training staff includes only those individuals needed to provide classroom instruction and supervision of clinical practices. It does not include supportive staff such as house mothers.

3. Clerks, two, $5,000/annum, 3 months	$2,500
Total	$13,500

E. Trainee Costs (per student)

1. Subsistence and stipend, $200/mo. × 3 months	$600
2. Travel, $200	200
3. Supplies, $50	50
4. Other (excluding facility costs), $50. If trainees are Government employees, costs of salary for trainee and replacement must also be included	50
Total	$900

F. Training Facilities (per 20 students)

1. Space, $4.50/sq. ft./annum:	
a. Classroom, 1,200 sq. ft., 3 months	$1,350
b. Laboratory, 1,200 sq. ft., 3 months	1,350
c. Library, 1,200 sq. ft., 3 months	1,350
d. Office space for staff, 270 sq. ft., 3 months	303
2. Field training facility—one 200-bed hospital with all major services provided. (Unless school and field training facility are within walking distance there must be assurance that there are quarters available at both sites.)	
3. Equipment, desks, chairs, reproduction, audiovisual, etc	5,000
Total	$9,353
Cost per trainee after initial outlay for equipment and not including facility cost	$1,575

LICENSED PRACTICAL NURSE

(Public Health)

PREREQUISITE: One year basic Practical Nursing course and State licensure plus at least one year of general practical nursing experience in a hospital or clinic.

A. Basic Functions

Carries out routine nursing functions related to conducting field clinics and school health services and makes home visits to selected families to perform routine nursing care and follow-up in the home.

B. Basic Content of Training

1. Orientation to Community Health.
2. Introduction to Community Resources.
3. Maternal and Child Health.
4. Communicable Disease Control.
5. Chronic Illness and Rehabilitation.
6. Health of the School Age Child.
7. Environmental Health.
8. Principles of Teaching.
9. Techniques of Home Visiting.
10. Human Relations.

C. Length of Course—3 months

1. Classroom, 6 weeks.
2. Field Practice, 6 weeks.

D. Training Staff [1]

1. Director at $12,000/annum, 3 months---------- $3, 000
2. Instructors, 4 (or equivalent) at $8,000/annum, 3 months_ $8, 000

[1] Training staff includes only those individuals needed to provide classroom instruction and supervision of field practice.

3. Clerks, two at $5,000/annum, 3 months	$2,500
Total	$13,500

E. Trainee Costs

1. Travel and stipend, $200/mo.×3 months	$600
2. Travel, $200	200
3. Supplies, $50	50
4. Miscellaneous, $50	50
Total	$900

F. Training Facilities (per 20 students)

1. Space at $4.50/sq. ft./annum:	
a. Classroom, 1,200 sq. ft., 3 months	$1,350
b. Laboratory, 1,200 sq. ft., 3 months	1,350
c. Library, 1,200 sq. ft., 3 months	1,350
d. Office space for staff, 270 sq. ft., 3 months	303
2. Field training facility—two with full complement of field staff, including at least five public health nurses in each.	
3. Equipment, desks, chairs, reproduction, audiovisual, etc	5,000
Total	$9,353
Cost per trainee after initial outlay for equipment and not including facility cost	$1,575

OPERATING ROOM TECHNICIAN

(Post-LPN Training)

A. Basic Functions

1. Selects, sterilizes and lays out instruments and other supplies for surgical operations.
2. Passes instruments and otherwise assists in surgical procedures.
3. Assists anesthetist in administering anesthetics, in giving artificial respiration and in using resuscitators.
4. Makes minor repairs and maintains surgical equipment.
5. Prepares patients for surgery.
6. Gives nursing care to patients before, during, and after surgery.

B. Basic Content of Training

1. General.
   a. Surgical anatomy.
   b. Operating room technique.
   c. Medical ethics.
   d. Hospital organization and management.
2. Skills instruction.
   a. Linen preparation.
   b. Glove preparation.
   c. Suture materials.
   d. Small supplies.
   e. Sterilizing room.
   f. Instrument room.
   g. Operating room.

C. Length of Course

On-the-job training as indicated.

MEDICAL AIDE (INHALATION THERAPY)

A. Basic Functions

1. Responsible for the care, maintenance and repair of all inhalation therapy equipment.
2. Maintains an inventory of all supplies and orders new supplies, including necessary gaseous mixtures.
3. Administers, under medical orders, inhalation therapy including oxygen therapy, aerosols, positive pressure therapy, etc.
4. Sets up and supervises operation of mechanical respirators.
5. Performs chemical analysis of gases.
6. Instructs nurses and other personnel in inhalation therapy methods.

B. Basic Content of Training

Course content to follow generally that developed by the American Association of Inhalation Therapists.

C. Length of Course—9 months

D. Training Staff

1. Director, $12,000/annum, 9 months	$9,000
2. Instructors, 4 (equivalent) at 8,000/annum, 9 months	24,000
3. Clerk, 5,000/annum, 9 months	3,750
Total	$36,750

E. Trainee Costs

1. Subsistence and stipend, $200/mo. × 9 months	$1,800
2. Travel, $200/trainee	200

3. Supplies, $150/trainee	$150
4. Miscellaneous, $50/trainee	50
Total	$2,200

F. Training Facilities (per 20 students)

1. Space at $4.50/sq. ft./annum:	
a. Classroom, 1,200 sq. ft., 3 months	$1,350
b. Laboratory, 1,200 sq. ft., 3 months	1,350
c. Training office, 700 sq. ft., 9 months	2,360
2. Equipment—desks, chairs, cabinets, inhalation, audio-visual	45,000
3. Availability of a hospital or hospitals with sufficient beds to support clinical training of 20 students.	
Total	$50,060
Cost per student after initial outlay for equipment and not including facility costs	$4,037

DENTAL ASSISTANT

A. Basic Functions

1. Assists dentist at chairside to help increase his productivity and quality.
2. Provides dental laboratory services.
3. Responsible for sterilization and packaging of instruments.
4. Acts as receptionist.
5. Maintains records.
6. Maintains the store of dental supply items.
7. Keeps equipment clean and lubricated.
8. Clerical work.
9. Develops X-rays.

B. Basic Content of Training

1. Classroom.
   a. Orientation.
   b. Health education.
   c. Dental anatomy.
   d. Oral hygiene.
   e. Biology.
   f. Oral pathology.
   g. Nutrition.
   h. Pharmacology.
   i. Anesthetics.
   j. Orthodontics.
   k. Prosthetics.
   l. Housekeeping.
2. Clinical.
   a. Chairside technics.
   b. Roving assistant.
   c. Instruments.
   d. Sterilization.
   e. Emergency procedures/ first aid.
   f. Recording.
   g. Health education.
   h. Care of equipment.
   i. Supplies.
3. Laboratory.
   a. Pouring and preparing study models.
   b. Handling of impressions.
   c. Investment and casting technics.
4. X-ray.
   a. Storage of films.
   b. Processing of films.
   c. X-ray developing solutions.

d. Mounting films.
e. Radiation hazards.

5. Clerical.
   a. Appointments.
   b. Telephone.
   c. Receiving and dismissing patients.
   d. Maintenance of records.
6. Ethics.

C. Length of Course—1 year

1. Classroom, 3 mos.
2. Practical, 9 mos.

D. Training Staff (per 20 students)

1. Dental Director (not full time)	$16,000
2. Instructors, 2 (or equivalent)	20,000
3. Dental Clinician for clinical practice	N/C
Total	$36,000

E. Trainee Costs

1. Subsistence and stipend, $200/mo. × 12 months	$2,400
2. Travel, to the school and return, $200/trainee	200
3. Supplies, books, instruments, materials, etc., $250/trainee	250
4. Other, maintenance of equipment, utilities, uniforms, post-graduate training for instructors, visual aids, etc.	250
Total	$3,100

F. Training Facilities (per 20 students)

1. Space at $4.50/sq. ft./annum: a. Classroom, 1,200 sq. ft. b. Two operatories, each adequate for teaching, 2 at 8½ × 14=238 sq. ft. c. Laboratory, 14 × 12=168 sq. ft. d. Darkroom, 8 × 10=80 sq. ft. e. Lounge and locker space, 20 × 14=280 sq. ft. f. Two offices, 9 × 14=252 sq. ft.	$9,981

The above facility needs assume the existence of a six-chair clinic with three dentists in the same building or within walking distance.	
2. Equipment	$3,000
Cost per trainee after initial outlay for equipment and not including facility costs	$4,900

PURSER-PHARMACIST MATE

A. Basic Functions

1. To prepare Purser-Pharmacist Mates, who are responsible, in the absence of physicians, to meet emergencies, both medical and supportive, with knowledge and judgment.
2. Provide Patient Care.
3. Start IV's.
4. Draw blood.
5. Perform physical examinations.
6. Give medications.
7. Give shots.
8. Work up medical histories.
9. Keep progress reports.
10. Perform other necessary functions as directed by physician.

B. Basic Content of Training

1. Anatomy and Physiology.
2. Environmental Health and Preventive Medicine.
3. Medical and Surgical Conditions.
4. Patient Care.
5. Pharmacology.
6. Clinical Laboratory.
7. Disaster Control.
8. Purser-Pharmacist Mate Responsibilities.
9. Standard and Advanced First Aid.
10. Practical Experience in Surgical Techniques.
11. Emergency Room Duty.

C. Length of Course—9 months

Consists of 660 instructional hours and 420 hours of practical clinical experience. Using core curriculum units, this may be varied with input and output desired.

D. Training Staff (per 30 students)

1. Director (not full time), 14,000/yr	$14,000
2. Clinical Instructor, 1, full time, 1 yr	12,000
3. Assistant Clinical Instructors, 2, full time, 1 yr	16,000
4. Clinicians, 1 yr	N/C
5. Clerical, 2 at 5,000/yr, 1 yr	10,000
Total	$52,000

E. Trainee Costs

1. Supplies, $100/trainee	$3,000
2. Miscellaneous, $50/trainee	1,500
Total	$4,500

F. Training Facilities (per 30 students)

1. Space at $4.50/sq. ft./annum:	
a. Classroom, 1,200 sq. ft., 1 yr. (equiv.)	$5,400
b. Training offices, 660 sq. ft., 1 yr	2,970
2. Availability of hospital of adequate size to handle clinical instruction	N/C
3. Equipment, desks, chairs, audiovisual, etc	4,200
Total	$12,570
Cost per trainee after initial outlay for equipment, supplies, facility costs, and instructors' salaries	$6,233

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1. HEALTH AUXILIARY TRAINING—INSTRUCTOR'S GUIDE. Division of Indian Health, Public Health Service Publication #1543.
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3. CURRICULUM GUIDE OF THE ADVANCED PRACTICAL NURSE TRAINING PROGRAM. U.S. Department of Health, Education, and Welfare, Public Health Service, Division of Indian Health.
4. A CURRICULUM GUIDE TO PUBLIC HEALTH TRAINING FOR THE INDIAN LICENSED PRACTICAL NURSE. U.S. Department of Health, Education, and Welfare, Public Health Service, Division of Indian Health.
5. INDIAN HEALTH HOME NURSING COURSE—INSTRUCTOR'S GUIDE. Division of Indian Health, Public Health Service Publication #1339.
6. HOW TO BE A NURSE'S AIDE IN A NURSING HOME—STUDENT'S MANUAL. American Nursing Home Association, 1101 17th Street NW., Washington, D.C.
7. HOW TO BE A NURSE'S AIDE IN A NURSING HOME—INSTRUCTOR'S MANUAL. Division of Medical Care Administration, Public Health Service Publication #1426.
8. PURSER-PHARMACIST MATE COURSE OUTLINE—A TRAINING COURSE. U.S. Department of Health, Education, and Welfare, Public Health Service, Division of Direct Health Services.
9. HOUSEKEEPING IN THE MODERN HOSPITAL SERIES. American Hospital Association, 840 North Lake Shore Drive, Chicago, Ill.
   (1) Training the Housekeeping Aide—Instructor's Guide.
   (2) Training the Housekeeping Aide—Student's Manual.
   (3) Visual Aid Series (196 slides) with Instructor's Narrative Script.

10. HOMEMAKER SERVICE TRAINING COURSE. Visiting Homemaker Association of New Jersey, Inc., Trenton, N.J., Rev. December 1960.
11. MANUAL FOR HOMEMAKER/HOME HEALTH AIDES. San Francisco Homemaker Service, 410 Arguello Boulevard, San Francisco, Calif.
12. MANUAL FOR TRAINING HOMEMAKERS. Family and Child Service of Chicago.
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14. TRAINING MANUAL. Homemaker Service of the National Capital Area, Incorporated, 929 L Street NW., Washington, D.C. 20001. Rev. 9/65.
15. MANUAL FOR THE EDUCATION OF THE FOOD SERVICE SUPERVISOR—PART ONE. American Dietetic Association, 620 N. Michigan Avenue, Chicago, Ill. 60611—$1.00.
16. GUIDELINES FOR PHYSICAL THERAPY AIDE TRAINING—American Physical Therapy Association, 1740 Broadway, New York, N.Y. 10019.

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